



United States Government

Department of Energy

memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221

DATE: April 15, 2003

REPLY TO
ATTN OF: CBFO:QA:MPN:GS:03-1138:UFC 2300.00


SUBJECT: Surveillance (S-03-14) of the TRU Waste Characterization and Certification Programs and Processes Related to the Headspace Gas Sampling and Airtight Seal at WRAP

TO: Todd A. Shrader, RL

Please be advised that a team of surveillance personnel from the Carlsbad Field Office (CBFO) will conduct a surveillance at the Hanford Site in Richland, Washington, April 29, 2003. The surveillance will be conducted in accordance with the attached surveillance plan. Observers from the Environmental Protection Agency, New Mexico Environment Department, and other interested parties may also accompany the surveillance team.

Your representatives are requested to coordinate with the surveillance team to develop the necessary documentation for team access to Hanford facilities, arrange for appropriate space to conduct meetings, provide cognizant personnel to support the surveillance, and provide the surveillance team with access to appropriate documentation and records.

If you have any questions or comments concerning the surveillance, please contact me at (505) 234-7483.


Martin P. Navarrete
Quality Assurance Specialist



Attachment

cc: w/attachment
A. Holland, CBFO *ED
R. Dunn, FH *ED
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CBFO QA File
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CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

Surveillance Number: S-03-14

**Organization
to be Surveilled:** Hanford Site

**Organizations
to be Notified:** Hanford Site
New Mexico Environment Department
Environmental Protection Agency
Environmental Evaluation Group
Defense Nuclear Facilities Safety Board

**Date and
Location:** April 29, 2003
Richland, Washington

Surveillance Team: Pete Rodriguez Surveillance Team Leader/CTAC
William (BJ) Verret Technical Specialist/CTAC

Surveillance Scope: The surveillance will evaluate the adequacy, implementation, and effectiveness of the applicable technical activities related to Hanford Transuranic Waste Characterization and Certification Programs, procedures, and process for Headspace Gas (HSG) sampling and airtight seal at the Waste Reprocessing and Packaging (WRAP) facility.

Activities/Tasks to be Surveilled:

The following CBFO Characterization technical elements will be evaluated:

Headspace Gas sampling and airtight seal at the WRAP facility
(in accordance with Appendix A of DO-080-009)

Governing Documents/Requirements:

Adequacy evaluations of Hanford TWCP documents will be based on the current revisions of the following documents:

CAO Quality Assurance Program Document (QAPD), DOE-CBFO-94-1012

Contact-Handled Waste Acceptance Criteria (WAC) for the Waste Isolation Pilot Plant, DOE/WIPP-02-3122

Programmatic and technical checklists will be developed from the active revision of the following documents:

Hanford Quality Assurance Project Plan (QAPjP) for the Transuranic Waste Certification Program, HNF-2599

Hanford Site Transuranic Waste Certification Plan, HNF-2600

Related Hanford technical implementing procedures

Schedule of Surveillance Activities:

A pre-surveillance conference is scheduled for Tuesday, April 29, at 8:00 a.m. at the Hanford WRAP facility.

Surveillance team caucuses will be held at 4:00 p.m. Tuesday in a Hanford WRAP facility conference room.

A post-surveillance conference is scheduled for Tuesday, April 29, at 4:30 p.m. at the Hanford WRAP facility.

Prepared By:

Pete Rodriguez
Pete Rodriguez, Surveillance Team Leader

Date: 04/14/03

Approved By:

Ava L. Holland f/ALH
Ava L. Holland, CBFO QA Manager

Date: 4-15-03